

**Job #0116 | Bookkeeper / Office Manager | Cedar Knolls, NJ**

The **Bookkeeper/Office Manager** will be responsible for maintaining, verifying and reconciling records of financial transactions as well as managing and performing general office duties.

**Job Responsibilities:**

- Develops system to account for financial transactions by establishing a chart of accounts;
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries and maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Orders supplies and equipment when needed, and monitors costs associated with purchases (keeps within budget).
- Monitors employee schedules and troubleshoot when problems arise.
- Assists with employee events, onboarding of new hires, and other events as requested.
- Keeps management informed of office operations, culture, activities, etc.
- Other duties as assigned. Qualifications (min. educational and experience qualifications)

**Qualifications (min. educational and experience qualifications):**

- Bachelor's degree.
- Recent college grad with bookkeeping experience preferred
- Bi-lingual in Mandarin a plus
- Candidate must be a pro-active person with high energy and enthusiasm
- Ability to work independently and able to adapt to changes quickly in a fast-paced environment.
- Ability to multi-task and meet deadlines
- Strong written, verbal and communication and interpersonal skills.
- Ability to provide excellent customer service to all internal and external customers
- Belief and demonstration of company core values of Respect, Focus, Communication, Can Do Attitude and Integrity

We are growing entrepreneurial Company offering great benefits and compensation. If you have the experience and skills required for this position, please submit resume with salary history and/or requirements.